# DOCUMENTING EMPLOYMENT HISTORY        1152
(September 1988)

The Personnel Action Request (PAR) is the means by which employment history is updated.  State Controller has responsibility for auditing all employment history updates.  When initiating a change in employment history, the most current PAR is used.

The miscellaneous change transaction which places an employee on Workers' Compensation and documents subsequent return to work is code 565.  The Personnel Action Manual (PAM) is the reference text for all employment history transactions.  Section 5.33 of the PAM will give detailed information on documenting Workers' Compensation.  In addition, the chart on pages 5.34 through 5.39 of the PAM gives in-depth information on items requirements for documenting 565 transactions.

Padded PARs are used when documenting two or more transactions, or out-of-sequence information.  This is referred to as a "package."  See Section 5 special instructions, page 5.100, PAM.

- Never include intervening time in item 606 for any disability PAR documentation.

- When documenting Workers' Compensation to State Controller, place the employee on the 40-hour clock with Saturdays and Sundays as days off.

- Entries on PARs are made by printing with red medium-point pen.  If errors are made, line out the incorrect information and print the correction legibly above original entry.  Do not use correction tape or fluid.

- Submit all PAR documentation to personnel services.  PAR documentation cannot be submitted earlier than the pay period in which it is effective.

- Keep a copy of the padded PAR (white of the turnaround PAR) with your compensation information.  Verify information on turnaround PAR with pending copies.  At this point you are ready to submit pay adjustments (674/674D) to state controller.

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